



**Solicitation for a firm to provide a Life Insurance for local employees of the U.S. Embassy in San Jose,  
Costa Rica  
PR9714017**

**Start date publication: March 4, 2021**

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The U.S. Embassy in San Jose, Costa Rica has a requirement for a firm to provide Annual Life Insurance Policy for Local Employees (LE). The period of performance for this life insurance police is from May 1, 2021 to April 30, 2022.

The following benefits are payable to the participant's named beneficiaries or estate upon the death of the participant:

- (1) Natural Death: 24 (Twenty Four) times the monthly basic salary
- (2) Accidental Death and Dismemberment: 24 (Twenty Four) times the monthly basic salary
- (3) Disability Benefit: 24 (Twenty Four) times the monthly basic salary
- (4) Partial Disability: Not Covered

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the services requested in the statement of work. At a minimum, each offeror must meet the following requirements when submitting its proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- If the acquisition is over \$30,000; the vendor must have or be able to obtain a unique DUN and Bradstreet number and be registered in the System for Award Management (SAM).  
(<https://www.sam.gov/>)
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have no adverse criminal record;

- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good past performance records; and,
- Identify specialized experience and technical competence required for the work in accordance with this solicitation.

If interested in competing for this requirement, please provide a written request for a copy of the acquisition documents to Ms. Sheena Hall, Contracting Officer, General Services Office, U.S. Embassy San Jose, by email to Maria Lourdes Aviles at [avilesml@state.gov](mailto:avilesml@state.gov) or by fax: 2519-2077.